



LONDON ISLAMIC SCHOOL

ADMISSION POLICIES

2014-2015

A. New Students

Introduction and Application

Our goal is to enroll students who will thrive and meet their full potential in the Islamic Education program. Interested families are asked to submit an application form along with a **\$100** non-refundable application fee and a copy of the child's most recent report card along with other supporting documents. Applications for the upcoming school year are accepted on an ongoing basis.

An assessment process will be conducted, including an interview with both the child and the parents. Admission will be conditional upon satisfying the school requirements.

Re-enrollment for current students and their siblings is processed annually in February and new students' applications will subsequently be considered based on available space in the program.

Application Checklist (*upon application*):

1. Application form (RF04A)
2. \$100 non-refundable processing fee (*cash or cheque payable to: London Muslim Mosque*)
3. Parent questionnaire (RF09)
4. Copies of the most recent report card(s)
5. A copy of your child's Canadian birth certificate or government issued identification (*Showing name and date of birth*); or a document showing immigration status
6. Copy of your child's health card or a health insurance card
7. Student Photograph and Copy Rights Consent Form (RF06)
8. Health Record Form (RF07A)

Offer of Admission Checklist (*upon admission*):

If we are able to offer your child admission to the London Islamic School, you will receive an offer of admission. If you return the documents as outlined below within 10 business days of the date the offer of admission was given, your child will be enrolled. If the forms are not received within 10 days, the offer of admission will be void.

1. Recurring Payment Authorization Form (*RF05-Provided upon offer of Admission*)
2. School Records Form (*RF10-Provided upon offer of Admission*)

We are not always able to accommodate all applicants. Occasionally families at LIS notify us of their unforeseen withdrawal over the summer or during the school year. In the event that we are able to offer your child admission, it is our practice to keep your application on file for one year.

B. Returning Students

Re-enrollment is required for all returning students on an annual basis and is processed in February. All returning students will be re-enrolled for the upcoming year provided that the following required documents are returned to the school office by the re-enrollment deadline of February 28th:

1. Signed Re-Registration form (RF04)
2. A void cheque (*if not on file or account information has changed*) and a completed Recurring Payment Authorization Form (RF05), or a postdated cheque for Sept. 2nd, 2014 for the full fees, as in accordance with the annual tuition fee schedule
3. Student Photograph and Copy Rights Consent Form 2014-2015 (RF06)
4. Student Health Record Form (RF07 sent early September 2014)
5. Student Information Update Form (RF08 sent early September 2014)

*Please see our Tuition/Fee Schedule for further details (RF02)

Re-enrollment Confirmation

Once Re-enrollment documents are processed as outlined above, you will receive either an Enrollment Confirmation or a notice that further review or assessment is needed.

Tuition Fees Policy

1. All new and re-enrolling applicants are required to submit a **\$100 non-refundable** Application Fee with their application.
2. All New Non-Canadian resident registrants are required to submit an Enrollment Deposit of **\$1000** with their Confirmation of Enrollment to secure enrollment for the coming school year. This deposit will be applied toward the Annual Tuition Fees.
3. The Annual Tuition Fees cover basic program delivery costs and stationary supplies. Text books, work books, field trips, uniforms, after-school programs and hot lunches are not included and will be billed separately.
4. Students enroll in the London Islamic School for one full academic year at a time. There is no reduction in fees when a student is absent or unable to attend for any reason.
5. Tuition fees are either paid in full by **cheque or in installments by monthly automatic withdrawals**. Please note that cash and credit card payments will not be accepted as methods of payment. Cheques will be accepted only for the Enrollment Deposit. Please make cheques payable to "The London Muslim Mosque".
6. Cheques and credit card payments will be accepted for books, uniform and trip fees as well as food orders.
7. Any returned payment from the bank will be subject to a handling charge of \$20.00.
8. Failure to maintain your account in good standing may lead to further disciplinary action at the discretion of the London Islamic School and may result in the termination of your child's enrollment at the London Islamic School.

Refund Policy

Notwithstanding that a student has enrolled in the school, his/her parents may nevertheless submit a written notice to withdraw either before they begin or during the school year for which payment has been received, even in the instances where the LIS student is absent for any reason, including sickness or vacation. If the notice is received:

1. Before September 2nd, 2014, no payments will be charged. If the enrollment deposit was paid it will be refunded
2. Between September 2nd, 2014 and October 1st, 2014, you will be charged for the month of September. 50% of the enrollment deposit is returned.
3. Between October 1st, 2014 and March 2nd, 2015, the Enrollment deposit is non-refundable and 50% of the remaining Annual Tuition Fees will be payable.
4. After March 2nd, 2015, 100% of the Annual Tuition Fees are payable.